

COPY RECEIVED
DATE: 9/23/13
TIME: 4:00 PM
TOWN CLERK'S OFFICE

MINUTES
EMS Oversight Committee
Tuesday, September 17, 2013 @ 7:30PM
Flaherty Room, Town Hall

Members present: Jason Weaving, Patrick Lombardi, Ted Holly, Wendy Rossi, Tom Schutte

Members not present: Frankie Casanova

Others present: Debbi Lavranchuk, Scott Andrews, Bryan Ryan, Jesse Rallis, Gloriann Albini, Alexis Scianna, Michael Korwerski,

ITEM #1: Call meeting to order.

Meeting called to order at 7:41 PM.

ITEM #2: Pledge of Allegiance.

Everyone salutes the flag and states the Pledge of Allegiance.

ITEM #3: Election of Officers.

Jason Weaving opens the floor for nominations, discussion ensues and officers are selected. Patrick Lombardi is chosen as Chairman and Tom Schutte is chosen as Vice Chairman.

Motion to elect Patrick Lombardi as Chairman.

Motion: Jason Weaving. Second: Tom Schutte.

Vote: 5-Yes 0-No 0-Abstain

Motion to elect Tom Schutte as Vice Chairman.

Motion: Patrick Lombardi. Second: Ted Holly.

Vote: 5-Yes 0-No 0-Abstain

ITEM #4: Approve Minutes of 3/20/2013 EMSOC Special Meeting.

Motion to approve minutes from March 20, 2013 EMSOC Special Meeting.

Motion: Patrick Lombardi. Second: Wendy Rossi

Vote: 4-Yes 0-No 1-Abstain (Tom Schutte)

ITEM #5: Approve 2014 Meeting Schedule (March and August meeting dates).

EMSOC decides on the 2014 Meeting Schedule for March and August 2014.

Tuesday, March 11, 2014

Tuesday, August 12, 2014

Motion to approve the 2014 EMSOC Meeting Schedule of Tuesday, March 11, 2014 and Tuesday, August 12, 2014.

Motion: Patrick Lombardi. Second: Tom Schutte.

Vote: 5-Yes 0-No 0-Abstain

ITEM #6: Discussion of 2012-2013 FY Annual Audits.

John Rolleri, the Auditor from Knight, Rolleri, Sheppard, CPAS, LLP provided a detailed explanation of the audit. He explains the firm did not encounter any difficulties on the Audit and the adjustments that were found were anticipated.

Key discussion points:

- Page one (1) of SAA Financial Statements: Report of Independent Auditor.
 - This is an unmodified report. The report is made in a new format to try to make the Audit report more understandable. John Rolleri explains that management is responsible for financial statements and his firm's job is to audit them accordingly: planning the job, accessing the risk of the job, looking at internal controls, testing internal controls, and also confirming with third party sources.
- Page three (3) of SAA Financial Statements: Statements of Financial Position.
 - Cash is increasing year over year.
 - SAA needs to reinvest in new equipment every 2-4 years, in this case ambulances. A year from now the balance will be significantly lower.
 - Patient billing receivables: increasing year over year.
 - Biggest concern is the future and what is happening with Obamacare and what the impact will be.
 - 65% write-off rate for private pay billings and 34-36% write-off rate for regular pay billings. The firm uses rolling average and historical rates to come up with figures.
 - Significant reserves against the gross balance of about \$185,000.
 - Look at receivable collections year over year and the aging has deteriorated from 2012-2013. Something that will be growing.
 - Leasehold improvements, vehicles and equipment:
 - Significant increase year over year, primarily with depreciation.
 - One (1) vehicle, Ford F-150, was purchased.
 - Fixed assets under capital lease arrangements:
 - Copy machine was purchased.
 - Other accrued liabilities:
 - Balance includes accrued vacation and sick time, accrued salaries and audit fees
 - \$4,000 standing reserve put in place for unanticipated accounts payable.
 - Net assets:
 - General admission activities of the organization – \$233,959.
 - That figure is all assets, less liabilities, less fixed assets, less fixed assets under capital lease arrangements. The majority will be consumed with purchase of ambulance next year. We will see a big decrease there and will shift from there over to fixed capital investments.
- Page four (4): Statement of Activities for the Years Ended April 30, 2013.
 - Little increase in patient billings, net of contractual adjustments and that does not include the bad debt write offs.
 - Patrick Lombardi asks the reason why the bad debt isn't included. John Rolleri explains it is put down below as functional expenses.
 - Donated rent: set up \$25,000 as a contribution. Write off as rent expense, reflected that the organization cannot operate without that.
 - Expenses:
 - Ambulance program services: this figure is consistent year after year. Shows that the bookkeeping is on point.
 - One correction under the 'Other' category on the Statement of Activities. It should be Loss on the Sale of Fixed Asset not Gain on the Sale of Fixed Asset.
- Page six (6): Statement of Functional Expenses:

- The data from the 'Total' columns can be tied right to the general ledger and are called natural expenses.
- Scott was able to renegotiate the insurance cost this year.
- Training cost is down year over year which is reflective in the training revenue.
- Highlights on footnotes:
 - Page 11: the association does not have a spending policy with respect to investments and isn't required. Note 5: activity in the fixed asset acquisition is very low this year; biggest asset was a Ford F-150 truck.
 - Page 12: note 6 is brand new. Executed a lease arrangement.
 - Page 14: note 14: the firm contacted the Town Attorney and there are no issues.

John Rolleri explains that there weren't any management letters issued, but suggested that Debbi Lavranchuk password protect the data on SAA's computer system.

John then touches on the future. Non for profit standards are going to be changing down the road. He suggests that the association considers performing a Fixed Asset Inventory.

John also talks about a recent court case about donor acknowledgements. He explains that in the letter sent to the donor, it is imperative to put on bottom of letters 'no goods and services can be in exchange for this contribution.'

John suggests that the SAA test their backup procedures.

Patrick Lombardi asks when the SAA would start the Fixed Asset Inventory. John suggests getting it done during a slow time but it is hard to determine.

ITEM #7: Discussion of Financials (March and June 2013).

The financials are correct for March 2013 Profit Loss Statement, the dates displayed on the document are written in error.

When discussing the Profit loss budget vs. actual fiscal year May 1, 2012 to April 30, 2013.

Patrick Lombardi asks about the line item 6667- Staffing Services-ERM. Scott Andrews explains that it is an outside agency that SAA utilizes from time to time to provide EMT work when they don't have volunteers available.

Anticipated Revenue Report March 1 through March 31, 2013:

Patrick Lombardi asks about the same recording period for the previous year and whether it is higher than anticipated or lower. Scott explains that the revenue has improved. They have seen a big shift to privates and to the state welfares. The charges for this particular time period were \$90,621. The uncollectible amount \$37,741 and that is money that gets written off. Most charges collected are \$52,880 and SAA typically does not get all of that money. The most that SAA can collect from that \$52,880 would most likely be \$40-45,000.

ITEM #8: Discussion of 2012-2013 Year End Financial and Operations Status.

2012/2013 Billing Receivables/Write-Offs:

Jason Weaving mentions the \$17.28 private pay write off.

Scott Andrews explains that he looks at the write offs on a quarterly basis and based on several factors he will communicate with the billing company about what to write off and what to make work.

Discussion ensues among the commission about the billing process and collections.

Jason Weaving asks if Account 5030- Grant Income, on the Profit & Loss Statement May 1 2013 to April 30, 2014, includes the F.E.M.A. Grant.

Scott Andrews explains that 5030 is categorized wrong and is a reimbursement income. This was the reimbursement from Hurricane Irene and SAA is still waiting for reimbursement from Hurricane Sandy and Alfred. SAA bought mechanical CPR machines with the reimbursement money. Scott discusses the repairs to the building and how they do a lot to maintain the building.

Discussion ensues about the Balance Sheet and Scott Andrews points out that account 2209- Notes Payable was paid off.

ITEM #9: SAA Multi-Year Projections of Capital needs.

Scott Andrews discusses the plans for SAA purchases down the road:

- SAA is planning to purchase a new ambulance. He explains that SAA has spent a decent amount of money to fix the old 2007 Ambulance and makes more sense to purchase new vehicle. The new ambulance should cost \$150,000 - \$185,000.
- SAA next year will need to replace the chief's vehicle. The old 2004 vehicle is no contusive for what could be utilized. The cost of a new Chief's vehicle should cost \$30-33,000.
- SAA will purchase a third mechanical CPR device. There will be one for each ambulance. The cost of the mechanical CPR device should be \$13,500.
- In 2015, SAA will be looking to increase their space. This will be discussed with the Town.
- In 2016, the next oldest ambulance (2006) will need to be replaced.

Jason Weaving asks about the back-up process for the computer system for SAA. Scott Andrews explains that the computers are backed up daily offsite by a third party member.

Jason Weaving suggests that SAA take into consideration all the storms we have been having here on the Eastern Seaboard. He suggests looking into obtaining multiple back-ups in different areas outside of Connecticut.

Discussion continues about backing up data on the SAA computer system.

ITEM #10: SAA Officers and Employees List.

Jason Weaving states that it was put in the contract that the Officers and Employees List was going to be SAA's responsibility. Moving forward, SAA should give EMSOC a list of officers and employees with their salaries and reflect if there are any changes. A regular membership list will not be needed. The group discusses SAA staffing.

ITEM #11: SAA Board of Directors Vacancy (Citizen Representative)

Scott Andrews explains that the position is unfilled. Bryan Ryan will be speaking before the Rotary Club in October to hopefully spark some interest.

ITEM #12: FEMA Grant Update.

Scott Andrews states that the FEMA Grant was awarded to Communication Services. The equipment was ordered and will take a month to arrive. They will upgrade the radio systems in the trucks and portables.

ITEM #13: Public Comment.
None.

ITEM #14: Adjournment
Meeting to adjourn at 9:20PM.

Motion: Ted Holly.

Vote: 5-Yes

0-No

Second: Patrick Lombardi

0-Abstain

Submitted by,

A handwritten signature in black ink, appearing to read "Lianna Staffieri". The signature is fluid and cursive, with the first name "Lianna" written in a larger, more prominent script than the last name "Staffieri".

Lianna Staffieri
Recording Secretary